

Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
council@leighonseatowncouncil.gov.uk www.leighonseatowncouncil.gov.uk



Chairman: Cllr Valerie Morgan
Vice Chairman: Cllr Jill Healey
Town Clerk: Helen Symmons

Members are requested to attend a meeting of the
POLICY AND RESOURCES COMMITTEE of Leigh-on-Sea Town Council on
Tuesday, 3rd July 2018 at the Leigh Community Centre, 71 - 73 Elm Road, Leigh-on-Sea
commencing at **7.30 p.m.**

Committee Membership

Cllrs: Mark Bromfield, John Duprey, Patrick Fox, Jill Healey, Valerie Morgan, Carole Mulroney,
Declan Mulroney (Chairman), Ron Owen and Vivien Rosier

AGENDA

1. CHAIRMAN'S OPENING REMARKS & HOUSEKEEPING ANNOUNCEMENTS
2. APOLOGIES FOR ABSENCE
3. DECLARATION OF MEMBERS' INTERESTS
4. APPROVAL OF THE MINUTES OF THE MEETING [1st MAY 2018](#)
5. PUBLIC REPRESENTATIONS

Thank you letters have been received from the Royal British Legion, Southend Area Bus Users Group and N-Act for the Grant Aid Awards made to them.

6. TOWN CLERK'S REPORT ([Appendix 1](#)) page 4

POLICY

7. REVIEW OF CO-OPTION PROCEDURES AT A COUNCIL MEETING ([Appendix 2](#)) page 6
DECISION ITEM

This policy was due for review in accordance with the Policy review schedule implemented by the Town Clerk. It is **RECOMMENDED** that the Committee adopt the revised Policy with **recommendation to Council**.

8. REVIEW OF RECRUITMENT AND SELECTION POLICY & PROCEDURE ([Appendix 3](#)) page 8
DECISION ITEM

This policy was due for review in accordance with the Policy review schedule implemented by the Town Clerk. To ensure the policy and procedures remain current until the next review, the Town Clerk has re-written the policy accordingly ([existing policy](#)).

It is **RECOMMENDED** that the Committee adopt the new Policy **recommendation to Council**.

9. REVIEW OF PROTOCOL ON MEMBER/OFFICER RELATIONS ([Appendix 4](#)) page 12
DECISION ITEM

This Protocol was due for review in accordance with the Policy review schedule implemented by the Town Clerk. The NALC Governance Toolkit for Parish & Town Councils remains the same version and is still relevant.

It is **RECOMMENDED** that the Committee adopt the revised Protocol with **recommendation to Council**.

10. ANNUAL BUDGETING PROCESS ([Appendix 5](#)) page 15 **DECISION ITEM**

This Process was due for review in accordance with the Policy review schedule implanted by the Town Clerk. To ensure the protocol remains current until the next review, the Town Clerk has re-written the protocol accordingly ([existing policy](#))

It is **RECOMMENDED** that the Committee adopt the Protocol with **recommendation to Council**.

RESOURCES

11. LTC MAGAZINE

The new Leigh Times 'news flash' edition has now gone to print and planning commences for edition 8 of the magazine. Chairmen reports will be required by 13th August. Councillors are asked to submit any magazine ideas to the Editor, Cllr Rosier or Marketing and Profile Officer.

12. COMMUNITY SPECIAL CONSTABLES

The media launch of this programme takes places 3rd July and we continue to actively promote the programme in the hope that volunteers will come forward as soon as possible to be able to benefit the Leigh Town Council community area.

REFERENCES FROM OTHER COMMITTEES AND GROUPS
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13. COMMUNITY FACILITIES COMMITTEE ([Appendix 6](#)) page 16 **DECISION ITEM**

It is **RECOMMENDED** that P&R resolve with **recommendation to Council** the revised Community Centre building improvements as per Appendix 6 at a budget of £130,000 which will be funded over the next two financial years within budget proposals as outlined. Any resolution made by P&R is subject to Council resolving to become VAT registered (opting to tax the building), Landlords agreement and any statutory consents required.

14. YOUTH GROUP ([Appendix 7](#)) page 19 **DECISION ITEM**

Cllr Parker has now joined this group and Report 2696 is submitted with a **RECOMMENDATION** to the Committee.

15. PDG – CiL

A P&R PDG meeting took place 12th June 2018 to discuss the results of the CiL survey. Seven members were able to attend along with the Town Clerk. A report had been prepared by the Marketing & Profile Officer. Only 9 responses had been received from the survey that had been published in the LTC News magazine. This was not representative as four responses did not affiliate with our suggestions and did not relate to how the Council could allocate CiL receipts. The group decided to research further the following ideas:

- Improvements to Library Gardens to enable interaction with older children
- Replacement of environmental information noticeboards along Marine Parade
- Installation of two drinking water fountains

A further PDG will be held once the research has been completed and in due course a recommendation will be made to P&R Committee.

FINANCIAL

16. COMMITTEE AND COUNCIL BUDGETS 2018/19

- P&R Budget Reports as at 18th June 2018 ([Appendix 8](#)) page 20
- Leigh Town Council Main Budget Report as at 18th June 2018 ([Appendix 9](#)) page 22

17. QUARTERLY FINANCE CHECK

The final quarter check of 2017/18 needs to be undertaken by either the Chairman or Vice Chairman of the Committee and the first quarter check of this financial year also needs to be completed.

18. BANK RECONCILIATION CHECK

All monthly bank reconciliations for 2017/18 were completed. The next checks for 2018/19 now need to be undertaken. This can be done by any member except the Chairman of Council.

19. TO NOTE INTERNAL ACCOUNT TRANSFERS AND APPROVE EXPENDITURE SINCE THE LAST MEETING ([Appendix 10](#)) page 23 **DECISION ITEM**

The Committee is asked to **NOTE** the account transfers and **RECOMMEND the expenditure to Council.**

20. BANK ACCOUNT BALANCES AS AT 19th June 2018

HSBC Current	£19,179.88
HSBC BMM	£96,514.04
HSBC Payroll	£ 147.29
HSBC Imprest	£ 883.96
CCLA (PSDF)	£540,233.80



Helen Symmons
Town Clerk
28th June 2018

Any member who is unable to attend the meeting should send their apologies before the meeting.

TOWN CLERK'S REPORT - COUNCIL AND COMMITTEE DECISIONS FOLLOW UP RECORDS 2018/19

Committee	Minute No. and Subject	Completion Status	Completion Date	Outcome	Forward Action Required	Responsible
P&R 05-09-17	31. Staff	RESOLVED to review Staff Handbook		Consultant instructed.	Review ongoing	TC
P&R 06-03-18	97. CFC Minute 80	RESOLVED with recommendation to Council only when confirmation of exact amount and that 2 nd phase proceeding			Await confirmations from LD Sub-committee via CFC	EPO
P&R 01-05-18	113. Review of Financial Regulations	RESOLVED with recommendation to Council	01-05-18	Added to Council Agenda	NFA	
P&R 01-05-18	114. Review of Standing Orders	RESOLVED with recommendation to Council	01-05-18	Added to Council Agenda	NFA	
P&R 01-05-18	115. Terms of Reference	RESOLVED with recommendation to Council	01-05-18	Added to Council Agenda	NFA	
P&R 01-05-18	116. Investment Strategy	RESOLVED with recommendation to Council & TC report	01-05-18	Added to Council Agenda	NFA	
P&R 01-05-18	117. GDPR	RESOLVED with recommendation to Council	01-05-18	Added to Council Agenda	NFA	
P&R 01-05-18	118. Leigh Town Youth Council	RESOLVED members. TC to organise a meeting date	22-05-18	Meeting held	Report added to P&R agenda NFA under this minute	
P&R 01-05-18	119. Staff – National Salary Award	RESOLVED with recommendation to Council to fund £3,064 from Salaries Earmarked Reserve	01-05-18	Added to Council Agenda	NFA	
P&R 01-05-18	122. PSC	RESOLVED costs as recommended	01-05-18		NFA	
P&R 01-05-18	123. CiL survey	RESOLVED to hold PDG to review survey & make recommendations to next P&R	12-06-18	Meeting held	Report added to P&R agenda NFA under this minute	TC

Committee	Minute No. and Subject	Completion Status	Completion Date	Outcome	Forward Action Required	Responsible
P&R 01-05-18	127. Approve expenditure	RESOLVED with recommendation to Council	01-05-18	Added to Council Agenda	NFA	
P&R 01-05-18	130. Grant Aid Awards	RESOLVED 6 awards	01-05-18	All applicants advised whether successful	NFA	

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CO-OPTION PROCEDURES AT A COUNCIL MEETING

Revised July 2018
For review 2021

Introduction

If no request for an election is received by Southend Borough Council by the date on the Notice of Vacancy, the Town Council will be advised that it may co-opt to the vacancy. Co-option is the process by which the Town Council selects a new Councillor and it is done as an agenda item within a Council meeting. Co-opted members are subject to the same eligibility process as elected Councillors.

The Town Council manages the process of co-option by itself and strives to demonstrate that it is fair and equitable by following the procedure set out below.

Procedure

1. Leigh-on-Sea Town Council invites/advertises interested candidates to write to the Clerk by a specified date, including a CV if so desired. The correspondence once received is then circulated to all Councillors with the Agenda ahead of the meeting at which a Town Councillor is to be co-opted.
2. At the meeting, candidates are invited to speak about themselves for a maximum of 3 minutes and Councillors have the opportunity to ask questions of them.
3. The Chairman will request the Councillors present to nominate any of the candidates. This may be done 'en bloc'. Candidates will require a proposer and seconder to progress to the voting stage. ~~If there is only one vacancy, a Councillor may only nominate or second one candidate.~~ One candidate needs to receive an absolute majority of votes.
4. The Chairman will then place the names of those nominated into alphabetical order and proceed to vote. Councillors will have one vote per vacancy to be filled. **Voting will be by a show of hands unless Standing Order 3s is invoked.**
5. A successful candidate must receive an absolute majority of those present and voting. At this stage, the successful candidate will be declared co-opted, asked to sign a Declaration of Acceptance of Office and to join the meeting.
6. If there are more than two candidates for one vacancy, members will be invited to vote using a 'supplementary voting system'. This means that on ~~the~~ a ballot paper, members will be able to vote for a first and second choice candidate. All the first choices are then counted and if a candidate has an absolute majority, they are elected. If no candidate receives an absolute majority, the top two candidates continue to a second round and all other candidates are eliminated. The second-choice votes of everyone whose first choice has been eliminated are then counted. Any votes for the remaining candidates are then added to their first-round totals. Whichever candidate

has the most votes after these second-preferences have been allocated is declared elected.

7. If the situation occurs where there are three **or more** candidates, none with a majority after the first vote count and ~~the other candidates~~ **two both** ~~all~~ have the least number of votes, the second-preference votes of the top candidate will be used to determine which of the other candidates goes through to become the other top candidate.
8. The successful candidate is a Councillor in their own right and is no different to any other member; co-option is a legitimate form of election as part of the election process.

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RECRUITMENT AND SELECTION POLICY & PROCEDURE

REVISED: JULY 2018

REVIEW: JULY 2022

1. INTRODUCTION

- 1.1. Leigh-on-Sea Town Council is committed to promoting equality and diversity.
- 1.2. This policy aims to ensure that recruitment and selection results in the most suitable person being appointed for the job based on merit, and that no employee or potential employee receives less favourable treatment than any other on grounds of sex, race, colour, nationality, ethnic or national origin or on the grounds of disability, sexual orientation, religion or belief.

2. AIMS

- 2.1. The Council will achieve the aims of the Recruitment and Selection Policy by:
 - i. Considering whether an existing employee could be trained to do the job, whether the work could be done by part-timers, job-sharers or home based workers and how the selection will be made.
 - ii. Ensuring that there are clear job descriptions and person specifications for every job
 - iii. Ensuring that the procedure for recruitment and selection is followed by every employee and Member involved in recruitment and selection.
 - iv. Ensuring that vacancies are advertised to a diverse section of the labour market.
 - v. Ensuring that applicants are attracted by the best recruitment method or methods to reach the target group at the most reasonable cost.
 - vi. Monitoring/reviewing its policy to ensure that unlawful and unfair practices are not introduced.
 - vii. Ensuring that applicants are not asked questions which may suggest an intention to discriminate on grounds of a protected characteristic. For example applicants should not be asked whether they are pregnant or planning to have children.
 - viii. Ensuring that applicants are not asked about health or disability before a job offer is made and that limited exception questions are only used, with the approval of the Town Councils HR consultants. For example questions necessary to establish if an applicant can perform an intrinsic part of the job (subject to necessary adjustments); questions to establish if an applicant is fit to attend an assessment or any reasonable adjustments that may be needed at interview or assessment.

3. RESPONSIBILITY

- 3.1. The Town Clerk will be responsible for ensuring that the Recruitment and Selection procedures are adhered to and that advice and support is available through the Town Councils HR consultants.

4. EQUALITY MONITORING

- 4.1. To ensure this policy is operating effectively and to identify groups that may be underrepresented or disadvantaged, the Town Council will monitor applicants' ethnic group, gender, disability, sexual orientation, religion and ages as part of their recruitment procedure. Provision of this information is voluntary and will not adversely affect an individual's chances of recruitment or any other decision relating to their employment. The equality monitoring forms will be removed from applications prior to short listing and will be kept in an anonymous format solely for the purposes stated. Analysing this data will help the Town Council to take appropriate steps to avoid discrimination and improve equality and diversity.

5. COMPLAINTS

- 5.1. If any applicant considers that he or she has been unfairly treated in relation to the Recruitment and Selection Policy, an investigation will be undertaken in accordance with the Town Council's Complaints Procedure.

RECRUITMENT AND SELECTION PROCEDURE

Council staff and Members will adhere to the following procedure for the recruitment and selection of staff:

1. The Town Clerk will appoint an administrator to support the recruitment process
2. The Town Clerk will arrange for the advertisement of a vacancy
3. The administrator will prepare the applications for short listing, ensuring the equality monitoring page is removed.
4. The Town Clerk will appoint an interview panel, if required, for all non-senior members of staff positions.
5. The Town Clerk along with members of the Staffing Committee will act as interview panel for the posts of Town Clerk and other senior members of staff
6. The interview panel will shortlist using a scoring matrix (example attached)
7. The interview process/questions will be agreed, including any tests/presentations
8. The interviews will be carried out and a review and comparison of the notes will be made
9. The successful candidate will be appointed and references checked
10. The Town Clerk is to telephone or send regret correspondence to those unsuccessful candidates as soon as practicable possible
11. Feedback will be provided, on request, to interviewees and any applicants

Example of Scoring Matrix

Name	Finance Book Keeping & Accounting Systems	Cash Handling & Banking	Bank Reconciliations	Quality of Application	Education & Qualifications	IT Skills	Total Marks	
								1

Ratings 0-5 with 5 being the highest
 Top 6 scoring candidates will be interviewed

INDUCTION CHECKLIST

EMPLOYEE:

Have you explained the profile of the organisation and identified key posts and people	YES / NO
Have you provided a copy of the Job Description with the Contract	YES / NO
Have you provided written terms and conditions of employment (Contract) and ensure that the employee fully understands them	YES / NO
Have you fully explained the pay arrangements and ensured you have all relevant information	YES / NO
Have you checked entitlement to work in the UK	YES / NO
Has the Staff Folder been read by the new member of staff and initialled (this includes H&S information, Fire & Evacuation etc)	YES / NO
Have you ensured that the new employee understands Staff Folder procedures	YES / NO
Have you fully explained lunch procedure	YES / NO
Have you fully explained annual leave procedure	YES / NO
Have you fully explained TOIL procedure	YES / NO
Have you conducted a training needs assessment for the new employee	YES / NO
Have you discussed and agreed a training programme for the new recruit	YES / NO

Completed by:

Name	Signature	Date
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Confirmed by the Town Clerk

Signed and Dated

A copy of the completed and signed checklist is to be included in the employee's staff file

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*Protocol on Member/Officer Relations

1. Background

- 1.1 This protocol is intended to assist Councillors and the Clerk, in approaching some of the sensitive circumstances which arise in a challenging working environment.
- 1.2 The reputation and integrity of the Council is significantly influenced by the effectiveness of Councillors, the Clerk and other staff working together to support each other's roles.
- 1.3 The aim is effective and professional working relationships characterised by mutual trust, respect and courtesy.
- 1.4 The Council's **Harassment, Abuse, Bullying & Intimidation** ~~Dignity at Work, Bullying & Harassment~~ Policy **within the Staff Handbook** is an integral part of this Protocol.

2. Roles of Councillors and Employees

- 2.1 The respective roles of Councillors and employees can be summarised as follows:

Councillors and Officers are servants of the public and they are indispensable to one and other, but their responsibilities are distinct. Councillors are responsible to the electorate and **serve only so long as their term of office lasts**. Officers are responsible to the Council. The Officers' job is to give advice to Councillors and to the Council, and to carry out the Council's work under the direction and control of the council and relevant committees.

2.2 Councillors

- 2.2.2 Councillors have four main areas of responsibility:
 - To determine Council policy and provide community leadership;
 - To monitor and review Council performance in delivering services;
 - To represent the Council externally; and
 - To act as advocates for their constituents.
- 2.2.3 All Councillors have the same rights and obligations in their relationship with the Clerk and other employees, regardless of their status or political party, and should be treated equally.
- 2.2.4 Councillors should not involve themselves in the day to day running of the Council. This is the Clerk's responsibility, and the Clerk will be acting on instructions from the Council or its Committees, within an agreed job description.

2.3 Chairmen and Vice-Chairmen of Committees

Committee Chairs and Vice-Chairs have additional responsibilities. These responsibilities mean that their relationships with employees may be different and more complex than those of other Councillors. However, they must still respect the impartiality of Officers and must not ask them to undertake work of a party political nature, or to do anything which would prejudice their impartiality.

2.4 Officers

The role of Officers is to give advice and information to Councillors and to implement the policies determined by the Council.

In giving such advice to Councillors, and in preparing and presenting reports, it is the responsibility of the Officer to express his/her own professional views and recommendations. An Officer may report the views of individual Councillors on an issue, but the recommendation should be the Officer's own. If a Councillor wishes to express a contrary view they should not pressurise the officer to make a recommendation contrary to the officer's professional view, nor victimise an officer for discharging his/her responsibilities.

3. Expectations

3.1 All Councillors can expect:

- a commitment from Officers to the Council as a whole, and not to any individual Councillor, group of Councillors or political group;
- a working partnership;
- Officers to understand and support respective roles, workloads and pressures;
- A timely response from Officers to enquiries and complaints;
- Officer's professional advice, not influenced by political views or personal preferences;
- regular, up to date, information on matters that can reasonably be considered appropriate and relevant to their needs, having regard to any individual responsibilities or positions that they hold;
- Officers to be aware of and sensitive to the public and political environment locally;
- Respect, courtesy, integrity and appropriate confidentiality from Officers;
- training and development opportunities to help them carry out their role effectively;
- not to have personal issues raised with them by Officers outside the council's agreed procedures;
- that Officers will not use their contact with Councillors to advance their personal interests or to influence decisions improperly;
- that Officers will at all times comply with the relevant **Employee Code of Conduct within the Staff Handbook**.

3.2 Officers can expect from Councillors:

- a working partnership;
- an understanding of, and support for, respective roles, workloads and pressures;
- leadership and direction;
- respect, courtesy, integrity and appropriate confidentiality;
- not to be bullied or to be put under undue pressure;
- that Councillors will not use their position or relationship with Officers to advance their personal interests or those of others or to influence decisions improperly;
- that where Councillors are responsible for delivering a task that this should be expedited in a timely manner in order to meet any required deadlines;
- that Councillors will at all times comply with the Council's adopted Code of Conduct.

3.3 Some General Principles:

- Relationships between Councillors and Officers should always be on a professional basis and not influence their professional judgement as this can confuse their separate roles and get in the way of the proper conduct of Council business.
- Special or personal relationships with particular individuals or party political groups should be avoided as it can create suspicion that an employee favours that Councillor or political group above others.
- When Councillors and Officers are together, neither should make disrespectful remarks about Councillors or Officers.

4. Political Groups

4.1 The operation of political groups is becoming more of a feature within Parish and Town Councils, but it is worth repeating that it is NALC policy that party politics should have no place in Parish and Town councils. Parish and Town Councillors are there to serve their community as members of the community, and should not be side tracked by party political issues. Party politics within a Parish and Town council can pose particular difficulties in terms of the

impartiality of the Clerk and other employees, and the relationship between Councillors and the staff generally.

- 4.2 Party political groups or groups of individual Councillors have no power to require the Clerk or any other employee to attend group meetings or to prepare written reports for them, and employees can legitimately refuse to do so. The Clerk and other Officers are responsible to the Council as a whole and should not take action under instructions from any individual Councillor, even if he/she has been styled as 'Leader' of the Council.
- 4.3 If your council has adopted party political groupings, the Clerk should ensure that any reports or advice offered to a political group are statements of relevant facts, with an appraisal of options and do not deal with the political implications of the matter or options, or make any recommendations. It is not the Clerk's job to make recommendations to a political group.
- 4.4 If a report is prepared for one political group, the Clerk should advise all other political groups that the report has been prepared, or that advice was given.
- 4.5 Any Clerk needing advice or guidance on matters relating to party groups or how to operate within a political environment, should seek advice from their County Association of NALC, or from the Society of Local Council Clerks.

5. When things go wrong

- 5.1 From time to time the relationship between Councillors and the Clerk or other employees may break down or become strained. It is always preferable to resolve matters informally through conciliation ~~and mediation~~. With regards to issues arising between the Clerk and Councillors, conciliation should initially be sought through the **Staffing Committee Chairman of the Council**; for issues arising between other members of staff and Councillors, the Clerk should act as conciliator in the first instance. **The Chair of Council should not attempt to deal with grievances or work related performance or line management issues on their own. The Council have delegated this to the Staffing Committee under their Terms of Reference to deal with personnel matters.**

The Council's Monitoring Officer may be able to offer a mediation/conciliation role or it may be necessary to seek independent advice, for example from the EALC or the Society of Local Council Clerks.

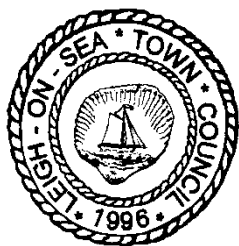
- 5.2 Should informal reconciliation prove unsuccessful in resolving the matter, then formal proceedings are to be followed.
- 5.3 If a formal complaint is raised by a member of staff against a councillor, the matter should be referred to the ~~Personnel Sub~~ **Staffing Committee** who will decide whether the Council's Grievance Procedure ~~should~~ **can** apply **informally**¹ or whether, ~~in exceptional circumstances~~, the issue should be referred to the Council's Monitoring Officer as a Code of Conduct matter.
- 5.4 If a formal complaint is raised by a Councillor against a member of staff, then **the** matter will be dealt with in accordance with the Council's Disciplinary Procedure.

~~*Source NALC Toolkit for Local Councils 2010~~

Governance Toolkit for Parish & Town Councils Version 3 2009

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¹ R (Harvey) v Ledbury Town Council 2018



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ANNUAL BUDGETING PROCESS

1. The Town Clerk with consideration of the Council Action Plan and reference to Committee Chairmen (if necessary), prepares Committee budgets for the following financial year as follows:

- **October Meetings**

Environment & Leisure Committee

Community Facilities Committee

Planning, Highways & Licensing Committee

Staffing Committee

- **November Meeting**

Policy & Resources Committee

These are reviewed by the Committees with recommendations submitted to Policy & Resources Committee from the October Meetings and then Council for all Committees.

2. A draft Council budget along with a 3-yr budget forecast is submitted to Council at the November meeting.
3. If any Committee budget is not approved, alterations required are returned to Committees for consideration at December meetings and then re-submitted to P&R in January along with a full Council revised draft budget.
4. If the Tax Base and Local Govt. Grant Support figures are confirmed by Southend Borough Council prior to the January Council meeting then the budget and precept can be resolved at that meeting. If not then the planned Council meeting in February will proceed to resolve the Town Council budget and set the precept for the forthcoming financial year once these figures are confirmed.

[Agenda](#)



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REPORT 2693B/HS

LEIGH COMMUNITY CENTRE – BUILDING IMPROVEMENTS

Report 2693 was submitted to LCC Sub-Committee 13th June 2018 and they resolved to make a recommendation to Community Facilities Committee on the same day.

Community Facilities Committee **RESOLVED with RECOMMENDATION to P&R the following:**

- Move the ground floor gents toilets to the front of the building;
- Existing ground floor gent's toilets are demolished completely and a new extension built, squaring off the back of the building, enclosing the whole of the rear ground floor space (one storey with flat roof);
- Move Town Clerk's Office to room 9;
- Create access to the Town Clerk's new office via the staircase between rooms 8 and 9 leading in to the back of the existing office;
- Create a small staff room/internal private meeting room to the rear of room 9 with the existing access;
- Provide the existing kitchen area with a door to the rear of the kitchen opening into the back corridor;
- Demolish the existing reception and incorporate the reception window within the existing office;
- Create additional storage area to rear of café.

Budget £130,000

P&R Committee are now asked to consider the recommendation which if resolved will be a recommendation to Council.

Benefits:

1. Whilst moving the Town Clerk's office upstairs, the Town Clerk would still be accessible to staff and visitors but will have a quieter working area with room for internal meetings. This will have a direct benefit to working practices for both the Town Clerk and office staff;
2. There would be a staff room facility for proper breaks and lunch away from work spaces. This will aid staff's health, wellbeing and working performance as well as avoiding safety issues with drink and food at desks. It also offers a space for internal meetings rather than using a hire space, thus increasing potential hire income;
3. Room 8 could become the Council chamber which would be logical to have nearer the working offices and provides for a quieter and more adaptable space for Council meetings. Room 6 will be better utilised as a hire space which would increase potential hire income;
4. The café area is extended to provide a larger more usable area with greater income potential and enhancement of the overall appearance.
5. The foyer area becomes a dedicated buggy park when required and an exhibition/stand space when not in use (with potential income to the Council);
6. The toilets are more accessible, refurbished and will offer better facilities to hirers and visitors making the Centre more attractive for larger events and events in the café;
7. The entrance to the Community Centre will be more welcoming and open, leading to a better flow of visitors to room 1 and access to the stairs and lift and ensuring better safety;

8. The new reception would provide better sight lines to room 1 and the stairs/lift. It also ensures Reception staff are not isolated from the office.

Estimated additional income is £6,000 for the first few years over the length of the funding for the project. This represents a 4.6% return on £130k capital to be spent. This does not include the 'social' return on the investment for a facility that at the present time has approximately 2,000 visitors per week to the Community Centre. It is estimated that in future years the additional income could rise to £15,000 per annum, a return of 11.5% on the capital invested.

Project Funding

Council approved £390,000 for a 2 year repair programme which incorporated all the repairs that were identified in Years 1-3 to be addressed.

The budget included £66,000 VAT payment. If Council becomes VAT registered and opts to tax the building this amount budgeted will not be spent and thus is available to vire to a LCC Building improvement programme. Additionally by undertaking the revised ideas, it would negate the need for repair works of £11,000

With the potential £66,000 available from being VAT registered, this means that funding available for the idea would be £77,000 and therefore residual project funding is £53,000.

Funding option

The Town Clerk believes that an additional £25,000 can be added to the CFC budget for 2019/20 and 2020/21

This is in addition to the Phase 1 repair programme which remains on a funding schedule that completes in 2019/20.

Medium Term Forecast Projections:

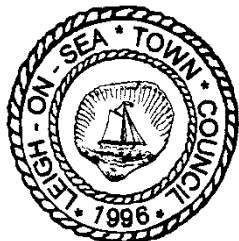
The projected impact on the precept by opting for funding option 2 over 2 budget years would at this moment in time, create a 0.8% percentage increase in Year 1 and 0.4% increase in Year 2. The MTF allows for increases in all other budget areas including staffing, although these forecasts may change for reasons beyond the Council's control i.e. a national pay award, tax base rise not as forecast.

ANY DECISION MADE IS SUBJECT TO COUNCIL RESOLVING TO BECOME VAT REGISTERED, LANDLORDS AGREEMENT AND ANY STATUTORY CONSENTS REQUIRED.

	2019/20	2020/21	2021/22
Total Income	184300	191750	196400
Total Expenditure	616906	624550	630250
	-£ 432,606.00	-£ 432,800.00	-£ 433,850.00
Est Gen reserves	100000	95000	90000
	£ 100,000.00	£ 95,000.00	£ 90,000.00
Gross shortfall	-£ 332,606.00	-£ 337,800.00	-£ 343,850.00
Rec. reserves	90000	90000	90000
LCTS Grant	3910	0	0
Budget funding	-£ 418,696.00	-£ 427,800.00	-£ 433,850.00
	includes 25k	includes 25k	includes 25k
	re alterations	re alterations	project fund
Est Precept	-47.31	-47.53	-47.68
based on est.	rise 42p	rise 22p	rise 15p
Projected Tax base	8850	9000	9100
	Precept for 2018/19 is £46.89		
	Nationwide average Band D precept £64.05		
	Tax base 2018/19 £8779.95		

Phase 2 of the repair programme whilst not yet resolved has forecasted funding availability of £70,000 in budget year 2021/22 and 2022/23. At the same time though, it is predicted that the Capital Projects budget would be reinstated in 2021/22 at £25,000.

[Agenda](#)



Leigh-on-Sea Town Council

71-73 Elm Road, Leigh-on-Sea, Essex SS9 1SP - Tel: 01702 716288
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Chairman: Cllr Valerie Morgan

Vice Chairman: Cllr Jill Healey

Town Clerk: Helen Symmons

REPORT 2696/CM

YOUTH COUNCIL INVESTIGATORY PDG – 24 MAY 2018

PRESENT: Cllrs Forde, Morgan, C Mulroney, Parker and Rosier

ALSO PRESENT: Co-opted member Sarah Choudry and Helen Symmons, Town Clerk

The objective of the meeting was to discuss moving forward on ideas to engage better the youth of Leigh and provide facilities and outlets for them where possible.

It was clear that there were some useful contacts within the group but it was also clear that these contacts tended to be with organisations already catering for youth activities and it was desired to be all inclusive for the youngsters who don't usually get involved or are not receptive to the more structured approach.

The Youth Market was progressing well for 14 July and it was agreed that this should be used as a jumping point for engagement with the youth involved who would hopefully spread the word to their friends.

It was agreed to use the Youth Market as a starting point to gauge interest and form a group of participants who would come together to work with us on future events – very much being led by them as to content and requirements.

There were a number of areas which needed further investigation, namely, regulations, health and safety, discipline, child protection etc. A number of policy documents would need to be undertaken such as a risk assessment for activities, safeguarding policy, DBS checks Parental permissions, contact details and the compliment of the events and the need for supervision. Cllr Forde undertook to look into these areas.

Further research into other Youth groups would be undertaken. Members must remain cognisant of the workload of staff and this venture should be Councillor led with assistance where necessary. The Town Clerk would monitor staff capacity and involvement.

It is therefore proposed by Cllr Forde and Seconded by Cllr C Mulroney

That this Council move forward on a programme of working and engaging with the youth of Leigh in the provision of activities and events and that a sum of £500 be allocated from E&L Community Initiative budget (with that Committees permission) to establish a basis for this and initial research requirements.

[Agenda](#)

POLICY & RESOURCES DETAILED BUDGET					2018/19					
INCOME	Budget 2018/19	Income Received	Balance	% Received	EXPENDITURE	Earmarked Reserves	Budget 2018/19	Expenditure	Balance	% Spent
Precept	£ 411,692.00	£ 205,846.00	£ 205,846.00	50.00%	Crime Prevention		£ -	£ -	£ -	
Council Tax Support Grant	£ 6,860.00	£ 3,430.00	£ 3,430.00	50.00%	Grant Award Fund	£ 3,971.18	£ 5,000.00	£ 1,449.00	£ 7,522.18	16.15%
Bank Interest	£ 800.00	£ 355.40	£ 444.60	44.43%	Furniture & Equipment		£ 4,000.00	£ 273.49	£ 3,726.51	6.84%
Other Income	£ 1,200.00	£ 549.09	£ 650.91	45.76%	Elections	£ 19,344.77	£ 3,000.00	£ -	£ 22,344.77	0.00%
					Legal Costs	£ 3,475.00	£ 3,500.00	£ -	£ 6,975.00	0.00%
					Annual Town Meeting		£ 500.00	£ 164.95	£ 335.05	32.99%
CIL Income - FOR NOTING		£ -	£ -		Community Engagement		£ 12,000.00	£ 15.51	£ 11,984.49	0.13%
					Volunteer Programme	£ 19,504.40	£ 6,000.00	£ 777.86	£ 24,726.54	3.05%
					Website		£ 460.00	£ 120.00	£ 340.00	26.09%
					Civic		£ 250.00	£ 17.00	£ 233.00	6.80%
					Renewals Fund	£ 16,086.02	£ 5,000.00	£ -	£ 21,086.02	0.00%
					Other Expenditure		£ 1,200.00	£ 466.78	£ 733.22	38.90%
					Localism Act		£ 300.00	£ -	£ 300.00	0.00%
					Community Specials		£ 5,000.00		£ 5,000.00	0.00%
					Old Town Spatial Plan	£ 2,000.00	£ 3,000.00		£ 5,000.00	0.00%
TOTAL INCOME	£ 420,552.00	£ 210,180.49	£ 210,371.51	49.98%	TOTAL EXPENDITURE	£ 64,381.37	£ 49,210.00	£ 3,284.59	£ 110,306.78	2.89%
					Capital Fund	£168,407.95	£ 50,000.00	£188,407.95	£ 30,000.00	86.26%
										vired to CFC re repair programme

OFFICE ADMIN DETAILED BUDGET				2018/19
EXPENDITURE	Budget 2018/19	Expenditure	Balance	% Spent
Premises				
Office Rental	£ 3,500.00	£ -	£ 3,500.00	0.00%
LCC Premises Use Grant	£ 27,000.00		£ 27,000.00	0.00%
	£ 30,500.00	£ -	£ 30,500.00	0.00%
Office Admin - EMR £4750				
Stationery	£ 1,500.00	£ 285.89	£ 1,214.11	19.06%
Insurance	£ 6,700.00	£ -	£ 6,700.00	0.00%
Library	£ 300.00	£ 18.82	£ 281.18	6.27%
Communication	£ 2,450.00	£ 471.53	£ 1,978.47	19.25%
Photocopying	£ 3,000.00	£ 789.03	£ 2,210.97	26.30%
Subscriptions	£ 2,150.00	£ 1,833.45	£ 316.55	85.28%
Postage	£ 1,000.00	£ 180.00	£ 820.00	18.00%
Entertaining	£ 250.00	£ -	£ 250.00	0.00%
Licences	£ 500.00	£ -	£ 500.00	0.00%
Bank Charges	£ 1,200.00	£ 169.72	£ 1,030.28	14.14%
Miscellaneous	£ 500.00	£ -	£ 500.00	0.00%
Professional Advice	£ 1,000.00	£ 325.00	£ 675.00	32.50%
Audit	£ 2,800.00	£ 420.00	£ 2,380.00	15.00%
IT	£ 15,000.00	£ 790.66	£ 14,209.34	5.27%
Training EMR £1500				
Training - Staff	£ 2,000.00	£ 605.00	£ 1,395.00	30.25%
Expenses/Travel Costs - Cllrs	£ 500.00	£ -	£ 500.00	0.00%
Training - Cllrs	£ 1,500.00	£ 400.00	£ 1,100.00	26.67%
Mileage & Expenses - Staff	£ 700.00	£ 300.90	£ 399.10	42.99%
	£ 43,050.00	£ 6,590.00	£ 36,460.00	15.31%
	£ 73,550.00	£ 6,590.00	£ 66,960.00	8.96%

Leigh Town Council Main Budget Report					2018/19				
INCOME	Budget 2018/19	Income Received	Balance	% Received	EXPENDITURE	Budget 2018/19	Expenditure	Balance	% Spent
Balances B/F		£ 514,106.00							
Policy & Resources					Policy & Resources				
Precept	£ 411,692.00	£ 205,846.00	£ 205,846.00	50.00%	P & R Expenditure	£ 49,210.00	£ 3,284.59	£ 45,925.41	6.67%
Local Council Tax Support Grant	£ 6,860.00	£ 3,430.00	£ 3,430.00	50.00%	Office & Admin	£ 73,550.00	£ 6,590.00	£ 66,960.00	8.96%
Interest	£ 800.00	£ 355.40	£ 444.60	44.43%	Staffing	£ 92,549.00	£ 16,539.76	£ 76,009.24	17.87%
Other Income	£ 1,200.00	£ 549.09	£ 650.91	45.76%	Capital Projects		£ -	£ -	
CIL Income		£ -	£ -			£ 215,309.00	£ 26,414.35	£ 188,894.65	12.27%
	£ 420,552.00	£ 210,180.49	£ 210,371.51	49.98%					
Community Facilities					Community Facilities				
LCC Hire Income	£ 129,000.00	£ 25,788.85	£ 103,211.15	19.99%	LCC Expenditure	£ 52,200.00	£ 3,040.75	£ 49,159.25	5.83%
LTC Contribution	£ 27,000.00	£ -	£ 27,000.00	0.00%	LCC Staffing	£ 135,865.00	£ 22,341.73	£ 113,523.27	16.44%
					Highways Expenditure	£ 4,700.00	£ -	£ 4,700.00	0.00%
Other Income	£ 4,500.00	£ 136.33	£ 4,363.67	3.03%	Strand Wharf Expenditure	£ 700.00	£ 46.76	£ 653.24	6.68%
					Skate Park Expenditure	£ 3,150.00	£ -255.41	£ 3,405.41	-8.11%
					Skate Park Staffing	£ 5,955.00	£ 803.85	£ 5,151.15	13.50%
					Paddling Pool	£ 500.00	£ -	£ 500.00	0.00%
					Repair Project	£ 112,000.00	£ 382.80	£ 111,617.20	0.34%
	£ 160,500.00	£ 25,925.18	£ 134,574.82	16.15%		£ 315,070.00	£ 26,360.48	£ 288,709.52	8.37%
Environment & Leisure					Environment & Leisure				
Allotments Income	£ 13,085.00	£ 126.00	£ 12,959.00	0.96%	Allotments Expenditure	£ 13,340.00	£ 6,666.89	£ 6,673.11	49.98%
Community Transport Fees	£ 2,500.00	£ 237.00	£ 2,263.00	9.48%	Allotments Staffing	£ 8,517.00	£ 1,248.30	£ 7,268.70	14.66%
Farmers' Market Fees	£ 2,500.00	£ 518.00	£ 1,982.00	20.72%	Community Transport Expenditure	£ 4,070.00	£ 147.50	£ 3,922.50	3.62%
Leigh Lights Income	£ 2,750.00	£ -	£ 2,750.00	0.00%	Community Transport Staffing	£ 2,796.00	£ 444.29	£ 2,351.71	15.89%
Other Events Income	£ 450.00	£ 1,139.69	£ -689.69	253.26%	Farmers' Market Expenditure	£ 5,067.00	£ 932.37	£ 4,134.63	18.40%
Other E&L Income			£ -		Leigh Lights Expenditure	£ 34,970.00	£ -	£ 34,970.00	0.00%
	£ 21,285.00	£ 2,020.69	£ 19,264.31	9.49%	Events & Other Expenditure	£ 15,400.00	£ 920.53	£ 14,479.47	5.98%
					E&L Staffing	£ 12,260.00	£ 1,687.76	£ 10,572.24	13.77%
						£ 96,420.00	£ 12,047.64	£ 84,372.36	12.49%
Planning, Highways & Licensing					Planning Highways & Licensing				
		£ -	£ -		Planning Expenditure	£ 1,500.00	£ -	£ 1,500.00	0.00%
					Staffing	£ 9,828.00	£ 1,742.44	£ 8,085.56	17.73%
	£ -	£ -	£ -			£ 11,328.00	£ 1,742.44	£ 9,585.56	15.38%
Total Income	£ 602,337.00	£ 238,126.36	£ 364,210.64	39.53%	Total Expenditure	£ 638,127.00	£ 66,564.91	£ 571,562.09	10.43%
Capital Reserves 31/03/18	£ 168,407.95	YR END EST	£ 30,000.00		Balances Remaining C/F		£ 685,667.45		
Earmarked Reserves 31/03/18	£ 236,558.40	YR END EST	£ 166,981.72		Est. General Reserves @ 31st March 2019		£ 120,934.00		
3rd Party monies			£ 21,993.00						



Leigh-on-Sea Town Council

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Chairman: Cllr Jane Ward
 Vice Chairman: Valerie Morgan
 Town Clerk: Helen Symmons

Payments List 25th Apr 2018- 15th June 2018 Report 2697/ Expenditure incurred under the General Power of Competence

Cheque	Expenditure	Payee	Purpose
		Expenditure - Cheques	
102485	£67.57	Recognition Express Essex	Name plaque for hall and curtain hire
102486	£136.00	Lorna & Lottie's CIC	Provision of refreshments at Community Transport Social Afternoon & Annual Community Meeting.
102487	£17.00	National Association of Local Councils	LCR subscription
102488	£50.00	Plot-holder	Refund tenancy deposit
102489	£15.00	Plot-holder	Refund tenancy deposit
102490	£20.22	SLCC Enterprises Ltd	Books for library
102491	£134.04	Viking	Stationery
102492	£126.00	Miskos Ltd	Spam filtering and server monitoring
102493	£288.00	Phuse Media Ltd	Website hosting Leigh Community Centre and Leigh Town Council
102494	£500.00	Leigh Folk Festival Association	Grant award
102495	£500.00	Southend RNLI	Grant award
102496	£35.40	Allen Bros Electrical (Factors) Ltd	Light bulbs for Community Centre
102497	£70.52	Essex Supplies (UK) Ltd	Cleaning materials
102498	£745.20	Quantum Services	Lift repairs
102499	£65.60	Essex County Council	Staff Disclosure Check
102500	£230.00	EALC	Councillor training courses
102501	£16.00	Community Transport member	Refund as ticket resold
102502	£33.20	Staff member	Reimburse travel expenses
102503	£504.00	Auditing Solutions Ltd	Internal audit fee

102504	£38.94	Viking	Stationery
102505	£128.00	Hirer	Refund room hire
102506	£25.00	Wyvern Community Transport	Minibus hire
102507	£22.53	SSE	Strand Wharf electricity
102508	£62.88	James Todd & Co	Payroll processing fee
102509	£5859.60	Tree Fella Ltd	Tree works at allotments
102510	£234.00	NALC	Annual conference fee
102511	£192.00	RCH Heating & Plumbing Ltd	Boiler service
102512	£26.40	Staff member	Travel expenses
102513	£109.06	Viking	Stationery
102514	£116.40	Royal Mail Group Ltd	Response services licence
102515	£486.00	SLCC Enterprises Ltd	Conference costs – Leadership in Action
102516	£4291.75	Southend BC	School crossing patrol costs 2017/18
102517	£29.70	Staff member	Reimburse travel expenses
102518	£62.96	Viking	Stationery
102519	£765.60	RCH Heating & Plumbing Ltd	Balance re new water heater
102520	£30.00	Plot-holder	Refund plot deposit
102521	£58.00	Room hirer	Refund of room hire
102522	£126.00	Miskos Ltd	Spam filtering and server monitoring
102523	£62.88	James Todd & Co	Payroll processing fee
102524	£152.97	Essex Supplies (UK) Ltd	Cleaning materials
102525	£180.00	Phoenix Water Coolers Ltd	Annual service contract
102526	£1017.60	Miskos Ltd	Sophos licence
102527	£18.32	Staff member	Reimburse re purchases for children's event
102528	£18.61	Recognition Express Essex	Name badges new councillors
102529	£120.00	Entertainer	Children's event entertainment
102530	£33.00	Miskos Ltd	Website assistance
102531	£27.00	Volunteer	Reimburse expenses
102532	£20.00	Wyvern Community Transport	Deposit for minibus hire
102533	£65.00	Southend B C	Location hire Community Day
102534	£80.40	Quantum Services	Lift repairs
102535	£22.00	CTA UK Ltd	Section 19 permits re Community Transport
102536	£495.00	Veolia Environmental Services	Garden waste sacks

102537	£33.95	Councillor	Reimbursement of travel expenses
102538	£390.00	Quantum Services	Lift service contract
Bk Trs	£382.80	RCH Heating & Plumbing Ltd	Deposit re new water heater
Bk Trs	£100000.00	Public Sector Deposit Fund	Transfer to deposit
Bk Trs	£895.00	Ryan Fencing	Completion of allotment fencing
Bk Trs	£23500.00	Payroll	To cover May payroll
Bk Trs	£100.00	FP Teleset	Top up franking machine
Bk Trs	£108.00	The Art Ministry	Half term kids event
Bk Trs	£750.00	MDAS	ASA agreement
Bk Trs	£400.00	LOSALGA	ASA agreement
Bk Trs	£125.00	Marshall Close	ASA agreement
Bk Trs	£160.00	Bees Knees Marquees	Toilet hire Community Day
Bk Trs	£1050.77	Newsquest Media Group	Recruitment advert
Bk Trs	£10.00	Wyvern Community Transport	Deposit minibus hire
Bk Trs	2034.00	Albany Environmental Services Ltd	Pigeon netting and clean up
		Expenditure – Imprest Items	
	£106.00	Vinyl Banners Printing	Banners for Community Day and Summer Season
	£93.43	B & Q	Timber for planters at Community Centre
	£78.00	Solopress	Summer Season flyers
	£42.00	Southend Borough Council	Event notices Summer Season
	£10.00	Maplins	VGA cable
	£32.54	B&Q	Paint & rawl plugs
		Expenditure – Direct Debits	
	£88.56	British Telecom	716287 line rental
	£484.10	British Telecom	Line rental 477248 477987 & 714063
	£667.59	SSE	Electricity Community Centre
	£85.67	Biffa Environmental	Skate Park bin collection
	£88.84	Biffa Environmental	Comm Centre general waste
	£66.08	Biffa Environmental	Comm Centre recycling

	£12.00	Annecto UK Ltd	Card machine charge
	£792.00	Southend BC	Business rates
	£376.44	Wave	Water charges Leigh Site
	£173.34	DOTS	Photocopying costs
	£6.00	Annecto UK Ltd	Virtual terminal charge
	£55.44	GO CARDLESS (Verde Coffee Ltd)	Lorna & Lottie's coffee order costs recovered by LTC
	£6.38	Global Payments	Virtual Terminal processing fee
	£15.45	Global Payments	Card machine processing fee
	£92.80	Global Payments	Final processing fee old card system
	£34.13	The Calls Warehouse	Call charges 477248
	£585.26	SSE	Electricity Community Centre
	£92.15	Biffa Environmental	Skate Park bin collection
	£96.72	Biffa Environmental	Comm Centre general waste
	£75.46	Biffa Environmental	Comm Centre recycling
	£142.02	Essex & Suffolk Water	Water Manchester Drive allotments
	£408.39	Wave	Water Community Centre
	£193.08	British Telecom	Broadband 716287
	£12.00	Annecto UK Ltd	Card machine charge
	£792.00	Southend BC	Business rates
	£378.53	BNP Paribas	Charged in error to be refunded
	£640.80	Corporate Finance	Photocopier lease initial payment (queried)
	£231.77	DOTS	Photocopying costs
	£6.00	Annecto UK Ltd	Virtual Terminal charge
	£55.44	GO CARDLESS (Verde Coffee Ltd)	Lorna & Lottie's coffee order costs recovered by LTC
	£32.09	GO CARDLESS (Verde Coffee Ltd)	Lorna & Lottie's coffee order costs recovered by LTC

[Agenda](#)